**Swiss Small Grants Programme**

**Project Proposal Template**

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| *When filling out the* *Project Proposal Template, please insert text only in the designated white fields* *and refrain from modifying the overall form or structure.* *Use Arial font size 11 throughout the document, and avoid altering section headings or adding unnecessary formatting.**Ensure the document does not exceed the 5-page limit.* |

1. **Contact Information of the applicant**

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| *Name of the applicant organization / entity* |  |
| *Address* |  |
| *Email address* |  |
| *Website (if any)* |  |
| *Social media,* *e.g., Facebook page* |  |
| *Telephone number* |  |
| *Organization lead person* |  |
| *Project lead person* |  |

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| 1. **Background information about the applying organization**

*Please, indicate the date of establishment of the organization; the total budget (in MDL) managed by the organization in the previous calendar year; provide a brief description of the organization's mission, highlighting its core purpose, goals, and the values that guide its work.*  |
| *Date of establishment* |  |
| *Organizational budget (previous year, in MDL)* |  |
| *Brief description of organization’s mission, core purpose, goals and values* |
| 1. **List of founders and members of the organization’s board**
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| 1. **Previous experience**

*List the main implemented projects in the last 5 years, indicating their period of implementation, donors, and budgets. Add as many lines as needed.* |
| **Project title** **& main goal** |  **Period of implementation** | **Donors** | **Total budget** *(specify currency)* |
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| 1. **Context Analysis and Problem Statement**

*Describe the context in which the project will be implemented, including the challenges and issues it aims to address. Present relevant data.* *Identify the organizations currently working on the same issue and explain how the project complements their efforts.* |
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| 1. **Project Goal and Objectives**

*Define the main goal of the project. List the objectives (bullet points). Make sure that the objectives are specific, measurable, attainable, relevant, and time-bound (SMART).* |
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| 1. **Target groups and direct beneficiaries**

*Identify the specific groups the project will target, for instance, with capacity building activities or advocacy efforts. Such target groups could include, e.g., local / central authorities, professionals, local businesses, etc.* *Provide an estimate of the number of individuals or groups (e.g., community members, vulnerable or excluded groups, etc.) who will benefit from the results of the project.* |
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| 1. **Project Activities**

*Describe the key activities that will be carried out within the project.*  |
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| 1. **Expected Results and Impact**

*Describe the expected short-term and long-term results of the project.* *Explain how the project’s results will be used and sustained after the grant funding ends.* *Describe any plans for continuing the activities, building partnerships, and/or securing additional funding.* |
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| 1. **Project Timeline**

*Provide a clear timeline by month that includes the main stages of the project and the planned activities, including start and end dates.* |
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| 1. **Partners**

*Mention the other donors and partners who support or are involved in the project.* |
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| 1. **Budget**

*Indicate the total budget of the project, the requested Swiss contribution and other contributions. All amounts should be indicated in MDL. Show the percentage of each contribution. The detailed budget is to be presented as a separate annex (see Attachment (EN) Budget template).* |
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| 1. **Monitoring**

*Please describe how you intend to monitor the progress and the effectiveness of the project. What indicators (qualitative and quantitative) will be used?* |
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| 1. **Communication and Dissemination of Results**

*How do you intend to communicate to the public the results of the project, as well as to disseminate lessons learned and best practices among relevant stakeholders, e.g., through publications, reports, or events, etc?* |
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| 1. **Risks Analysis and Mitigation Measures**

*Identify the risks related to the project and describe the planned mitigation measures.* |
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| 1. **Annexes**

*Make sure you include all required annexes and tick the boxes next to them in the following list. If needed, add other relevant annexes and mention them in the list below.* |
| [ ]  Budget template filled accordingly – mandatory [ ]  Extract from the State Register of Legal Entities and Individual Entrepreneurs, dated within the last 6 months – mandatory[ ]  Reference / support letters from other donors, partners, authorities – optional[ ]  *Add other relevant documents, if you deem it necessary.*[ ]  |